

Bromley Heath Infant School Educational Visits Policy

Author/Person Responsible	Abigail Perry - Hodge
Date of Ratification	October' 25
Review Group	Curriculum Committee
Ratification Group	As above
Review Frequency	Every year
Review Date	October'26
Previous Review Amendments/Notes	<i>May 2012</i> <i>May 13</i> <i>May 14</i> <i>May 15</i> <i>May 16</i> <i>May 17</i> <i>May 18</i> <i>May 21</i>
Related Policies	Health and Safety Policy
Chair of Curriculum Committee Signature Signed _____	

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices	Educational Visits Policy	Date	Ocober'25
EIA CARRIED OUT BY:	K. Harris	EIA APPROVED BY:	A . Perry-Hodge

Groups that may be affected: N/A

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)		
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).	Trips will be accessible to all children	x
Gender Reassignment (transsexual)		
Marriage and civil partnership		
Pregnancy and maternity		
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)	Trips will be accessible to all children	x
Religion or belief (practices of worship, religious or cultural observance, including non-belief)	Trips will be accessible to all children	x
Gender (male, female)		
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		

Any adverse impacts are explored in a Full Impact Assessment.

Educational visits are considered to be a valuable part of a pupil's education and the school is committed to provide a learning experience through varied, well planned, managed and conducted visits off the school site. Visits will

- Enrich the learning experience of all pupil's
- Support the curriculum
- Expand teaching and learning strategies available to staff
- Enhance the social development of all pupil's

DEFINITIONS

- School Trip - This is any activity which involves pupils leaving the site. The only exception would be where pupils visit our linked Junior School.
- Outdoor Pursuit Activities - These are the activities either covered by the list of Outdoor Pursuits, contained in the H&S Manual for School, or by the Adventurous Activities Licensing requirements.
- Residential Visit - This is any trip whereby pupils will be away from their homes for at least one night. This will include any stay in a hotel or similar and also includes camping.
- Visits Abroad - For the purposes of these arrangements this is any visit which involves the group leaving mainland Britain.

TYPE OF SCHOOL TRIPS TO BE UNDERTAKEN & CHARGING POLICY

The school will undertake a wide range of school trips including Outdoor Activities and trips relating to the curriculum (DfE guidance to be followed -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

SAFEGUARDING – It is the responsibility of all staff and adults to safeguard and promote the welfare of pupils during any school visit and any risks will be considered during the planning process.

INCLUSION - The principles of inclusion will be promoted and addressed ensuring:

- an entitlement to participate.
- accessibility through adaptation or modification, including the provision of auxiliary aids and services.
- integration through participation with peers.

EMERGENCY PROCEDURES AND INCIDENT REPORTING – Specific details relating to emergency provision will be finalised prior to each individual trip. The emergency contact will have access to all details of the visit, including medical and next-of-kin information regarding staff and pupils. All accidents/incidents will be reported as in accordance with the schools H&S policy.

RISK ASSESSMENT PROCESS For any proposed school trip a risk assessment will be completed. This will involve the following steps

STEP 1 - INITIAL PROPOSAL - The person proposing a trip or, in the case of inter-school activities and regular school trips e.g. swimming, the person appointed by senior management (THE PROPOSER) will complete THE INITIAL SCHOOL TRIP PROPOSAL FORM (See Appendix 1). This form is designed to provide sufficient information to enable the Headteacher to decide whether it should proceed to the formal planning stage.

STEP 2 - INITIAL APPROVAL (See Appendix 1) – The Headteacher will assess the information provided and decide whether the trip:

a) conforms to the type of school trip the school will undertake (see 3 above) and b) is able to be organised effectively in order to minimise/control the risks associated with it.

I:/Current Policies

If the assessment indicates that the requirements have not been met or there is insufficient information on which to make a decision, then either additional information will be requested or the suggested trip will be indicated to have been disapproved. If additional information is requested, then the PROPOSER will need to resubmit the INITIAL-SCHOOL TRIP PROPOSAL FORM with the additional information.

If approval is given then an individual will be appointed as the SCHOOL TRIP ORGANISER for the trip and the trip given a risk assessment classification. The risk assessment classification will be High, Medium or Low. This is based on the following

- *High Risk - Trips abroad and/or involving adventurous activities*
- *Medium Risk - Other residential trips.*
- *Low Risk - Short duration trips in the local vicinity or regular trips. This would include visits to local shops, park*

**It is not envisaged that the school would take part in trip abroad or a residential trip due to the age of the children.*

This is not an absolute indicator of the risks involved in a trip, but is used to identify the likely timescales required in order to make adequate arrangements for the safe management of the trip.

STEP 3 - SPECIFIC RISK ASSESSMENT - The SCHOOL TRIP RISK ASSESSMENT PROFORMA is to be completed by the SCHOOL TRIP ORGANISER. This will include, or have attached, all relevant information about the trip and may involve the SCHOOL TRIP ORGANISER in a preliminary visit to the venue. This is the key element to the process and it is important that all relevant aspects are considered. These will vary considerably depending on the trip but the higher the risk rating the more complex the arrangements are likely to be. **The SCHOOL TRIP ORGANISER will share the potential risks and how these have been mitigated, with all the adults accompanying the children on the trip prior to the start of the trip.**

STEP 4 - FORMAL APPROVAL OF TRIP - Once completed the Risk Assessment Form will be submitted to Headteacher, together with any supporting paperwork. The Headteacher will then decide whether the trip should proceed to the next stage, whether additional information is required or if the trip is no longer felt to be appropriate.

STEP 5 - CONFIRMATION OF VENUES ETC. - This is where the relevant provisions will be finalised. In particular the venue and transport will be booked and both the numbers of pupils to attend and adult supervisors confirmed.

STEP 6 - LETTER TO PARENTS - Parents will be notified what they will need to provide, e.g. packed lunch etc. Parents will also be asked to notify the school of any particular needs of pupils, this covering diet, medication, plus use of non-prescribed medication.

STEP 7 - BRIEFING OF PUPILS - This is essential so that pupils know what to expect and what is expected of them. In particular they will need to be advised what is to happen on each day, which must including where they are to meet, clothing etc. required, what papers they need to bring with them.

STEP 8 - EMERGENCY - Details relating to Emergency provision will be finalised

STEP 9 - COMPLETION OF NOTIFICATION FORM - If the trip is to involve a residential stay then the RESIDENTIAL SCHOOL TRIPS NOTIFICATION FORM must be sent in to the Health and Safety Unit of the Personnel Section in advance of the trip.

STEP 10 SHARING OF THE RISK ASSESSMENT. **The SCHOOL TRIP ORGANISER will share the potential risks and how these have been mitigated, with all the adults accompanying the children on the trip prior to the start of the trip.**

STEP 11 - THE TRIP - The trip takes place.

STEP 12 - DEBRIEF & EVALUATION - Staff and pupils involved will be asked to comment on the trip and identify any concerns and also to highlight where things worked out positively.

Appendix 1:

Initial school Trip Proposal Form

Form to be completed at least One Month before proposed date of visit

Please ensure your risk assessment is completed, handed in to the School Office for signature by AH at least 1 week before the trip.

Visit to			
Contact Person			
Telephone Number			
Address			
Task / Activity Describe what activity this covers	Please include an itinerary and details of any activities that will take place on the trip		
Visit Leader		Adult/pupil ratio required	
Classes participating		No.of pupils	
Proposed date of visit			
Purpose of visit			
Hazardous activities			
Special Requirements (e.g. Toilet, wheelchair arrangements)			
	Estimated costs To be completed by lead teacher	Actual costs To be completed by office	
Cost of admission to venue(s) pupils			
Cost of admission to venue(s) adults			
Cost of transport	Collection Time	Pick up time	

Other expenses (please give details)		
Total cost of visit		
FOS donation for visit		
Cost per child		
Kitchen staff informed		
Risk assessment completed at least two weeks before visit date	Date:	
Venue booked		
Transport booked	Date:	Coach company used
	Collection time from school	Collection time from venue
School office informed and in the school diary	Date:	
Staff mobile / School mobile taken		
Initial approval by Headteacher		
Signed:		Date
Final approval by Headteacher		
Signed:		Date

Visit Check List:

4 WEEKS BEFORE THE VISIT

Establish reason for visit

Identify lead member of staff responsible for visit

Check Adult Pupil Ratio

DFES recommended

1 Adult for every six pupils in school years 1 to 3 (under 5's reception classes should have a higher ratio)

BHIS has set the ratio of 1:5 as a minimum for the EYFS classes.

Arrange pre-visit – identify any hazards and request risk assessment from establishment to be visited

Pre visit – alternative plan if the main activity can't go ahead

Identify lead party person

Signed Authorisation for visit from HT

Write date of visit in School Diary

2 WEEKS BEFORE THE VISIT

Complete Risk Assessment

Challenging Behaviour – Risk Assessment for those individuals who may demonstrate unacceptable behaviour

Letter of consent to parents

Give clear information about meals and departure and return to school times

Book Transport and Venue

Calculate estimated costs

Consent required from ALL pupils

Office to collect money

Check first aid arrangements

Take medication for pupils (if required)

DAY BEFORE THE VISIT

Supply office with mobile phone number – confirm communication details

Talk to pupils about their behaviour "Code of Conduct" and other issues as identified on Risk Assessment

Brief Adults who are to accompany the party

Complete the Emergency Procedures sheet (incl. Helper mobile numbers, medical conditions etc)

Collect and label medicines, inhalers etc.

Ensure things to take on visit are prepared	
Check someone is covering your break duty at school	
DURING – THINGS TO TAKE ON VISIT	
First aid kit	
Travel sickness medication needed	
Inhalers / Epi Pen etc.	
Phone numbers for venue and transport company	
Procedures in the event of transport delays or breakdown	
Take mobile – make sure office know number	
Distribute Emergency Procedures sheet to all adults.	
Take Pupils emergency contact details and medical information sheet	
<i>Pupil count continual throughout visit</i>	
Continual monitoring of hazards throughout the visit	
If walking on the public highway staff to wear high vis jackets	
AFTER VISIT	
Head Count	
Check and amend (if necessary) risk assessment on return to school	
If required complete incident Form(s)	
Request restock of first aid kit	

Appendix 2 RISK ASSESSMENT

(Excel document – includes assessment and reduction of risk)

Risk Assessment												
Risk Reference: GRA08	Company Name: Bromley Heath Infant School				Address: Quakers Road, Bristol, BS16 6NJ							
	This Risk Assessment Covers:											
	Date of Initial Assessment		Review Schedule:		Monthly		This RA was completed after discussion					
HAZARD	WHO MIGHTS BE HARMED?	HOW MIGHT THEY BE HARMED?	Risk Before Controls (RBC)			EXISTING CONTROL MEASURES			Risk After Controls (RAC)			RESIDUAL RISK LEVEL
			Likelihood	Severity	Rating				Likelihood	Severity	Rating	
			od	ty								

Appendix 3 Emergency Procedures Sheet

School contact details:	01454 866777
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Adult helper names and contact numbers:

1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.
Medical Conditions:	